

Module #33C2

REGIONAL
HANDBOOK

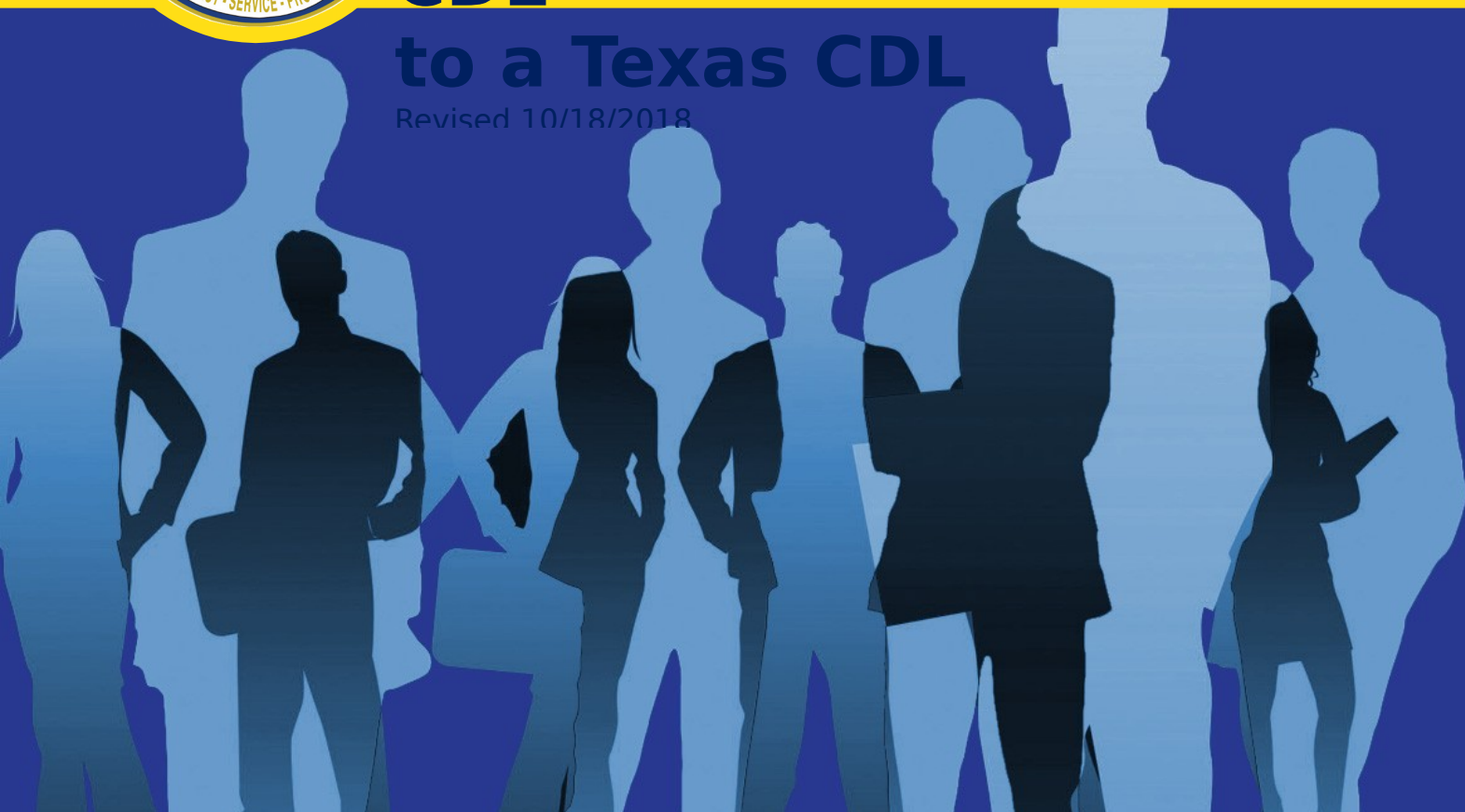
OPERATIONS



CULTURAL DIVERSITY **Transferring an Out-of-State** **CDL**

to a Texas CDL

Revised 10/18/2018



Disclaimer: This training material was developed by Driver License, Training team. The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be included. Always refer to the “[DLD Policies](#)” posted on [Share Point](#) for the most current information.

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Transaction Requirements

The customer:

- Has a valid Out-of-State CDL
- Wants to transfer their CDL to Texas with all applicable restrictions and endorsements
- Presents valid medical examiner's certificate or variance if applicable

Important Notice:

Customers that hold a CDL from any United States Territory such as ([Puerto Rico](#), [Guam](#), [Northern Marianas](#), [U. S. Virgin Islands](#) and [American Samoa](#)) are not eligible to transfer over their CDL. These customers are required to take all applicable knowledge and skills exams.

Class of License Upgrade

If an out of state applicant wants to upgrade their Class of CDL, they must apply for a Commercial Learner's Permit (CLP). Example: A applicant currently holds a Class "C" CDL and want to upgrade to a Class "A" CDL then they would need to get a CLP. See Module 33G.

Required Forms

- CDL-1
- CDL-4 or CDL-5 or CDL-10
- CDL-6 (optional)
- CDL-40

Transaction

Once the CSR has accessed DLS they must search the customer by name, date of birth and/or social security number, if needed. The search results will display “No record found for the criteria provided”. Click on **“Original Driver License”** to initiate transaction.

Applicant Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	DL/ID/UNL Number
No record found for the criteria provided								

- **Driver Record NIF Letters**

- [Exempt NIF Letter](#)
- [Exempt Certified NIF Letter](#)
- [Non-Exempt NIF Letter](#)

- **New Applicant**

- [Original Driver License](#)
- [Original ID](#)
- [PTDE Student Record](#)

Note:

Customers that had a previous Texas DL or ID, their record(s) will be displayed in the search results. If previous records are found the CSR must access the record and process a renewal and or modify transaction.

Customer Information

Insert the customer’s personal and address information listed on the CDL-1.

In the “License Data” fields found below the physical and mailing address the CSR will use drop-down arrows for certain selections. For the “Type” of license select **“CDL”**. In the “Class” field select the appropriate class

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indicated on the CDL-1 form. For the “Classifier” field select “**Regular**”. Click on the “**Continue**” button to proceed.

Reminder:

Based on the CDL-1 form submitted, select “YES” or “NO” in the required organ donor field.

Country: UNITED STATES

License Data:

Type*: CDL CDL Classifier: Class*: C Classifier*: Regular

Emergency Contact Information: ☐ Modify

Applicant Information:

Home Phone: Other Phone: Email:

Birth Place:

City: County:

State: Country:

Special Mailing Address: ☐ Modify

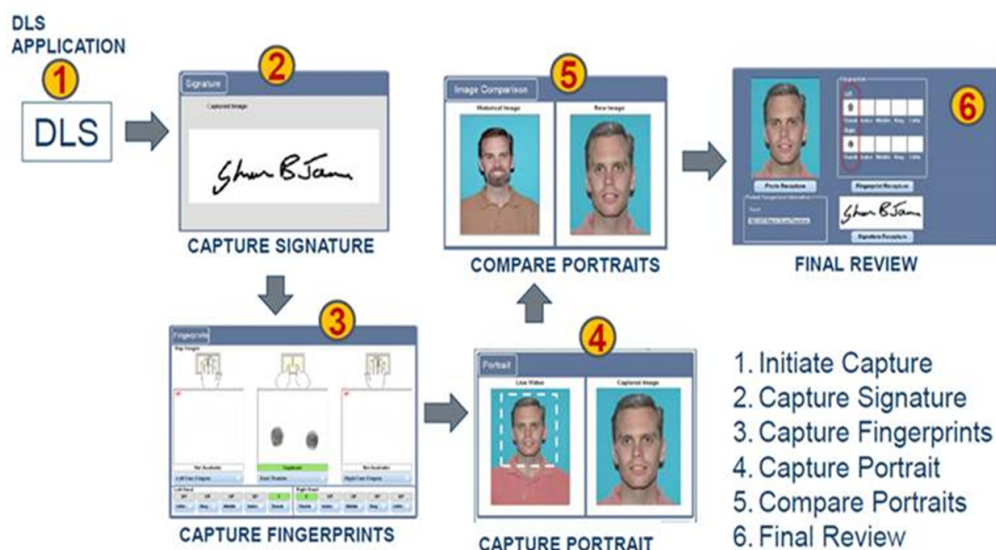
SSOLV Information: ☐ Modify

Continue

Fingerprints, Portrait, and Signature

Follow the normal FPS flow for this transaction:

1. Image capture is initiated
2. Signature is captured
3. Fingerprints are captured
4. Portrait is captured
5. Portrait is compared (**Only if returning to TX**)
6. Final review of images



Document Information

Scan and upload documents into the DLS record on the “Document Information” screen. The types of documents presented for proof of identification and social security are recorded electronically.

ID Documents - In the “Document Type” drop down select either **“Primary”**, **“Secondary”**, or **“Supporting”** based upon the type of document presented by the customer.

- In the “Document Name” drop down select the appropriate document name.
- In the “Document Number” field enter the applicable number for the document presented.
- In the “Expiration Date” field if there is an expiration date on the document presented enter the date here.
- Select the **“Add”** button to add the document to the record.

To enter any additional documents into the record repeat the process.

Social Security (SSN) Documents - For the SSN Document Information, select an item from the drop down that corresponds with the physical document the customer has provided to verify their Social Security number.

- In the “Document Number” field enter the number that appears on the document being presented for proof of Social Security.
- Select the “Add” button to add the SSN document to the record.

Surrender Documents - For the “Surrender Document Information” section enter information pertaining to the document the customer is turning in. For example, a customer may surrender a valid driver license from Arizona in order to receive their Texas driver license. **If a customer is surrendering an out-of-state CDL, then the CDLIS result will have to match the information entered for that state and document (DL) number, otherwise the CSR will not be allowed to continue the transaction.**

Note: To delete the document information, select the **“Delete”** button to the right of each document listed.

Imaging and attaching all documents must be performed at this point before continuing to the next screen. Click on the **“Continue”** button to proceed.

Document Information

REMEMBER: All documents must be scanned at this point.

ID Documents

Document Type	Document Name	Document Number	Expiration Date	
PRIMARY	US PASSPORT	123456		Delete
PRIMARY ▼	(I-327, I-571) REENTRY PERMIT ▼			Add

SSN Documents

Document Name	Document Number	
SOCIAL SECURITY CARD	699999999	Delete
▼		Add

Surrender Documents

Country	State	Document Number	ID/DL License Type	
UNITED STATES ▼	CALIFORNIA ▼	D5524367	CDL ▼	Add

Continue Cancel Transaction Back

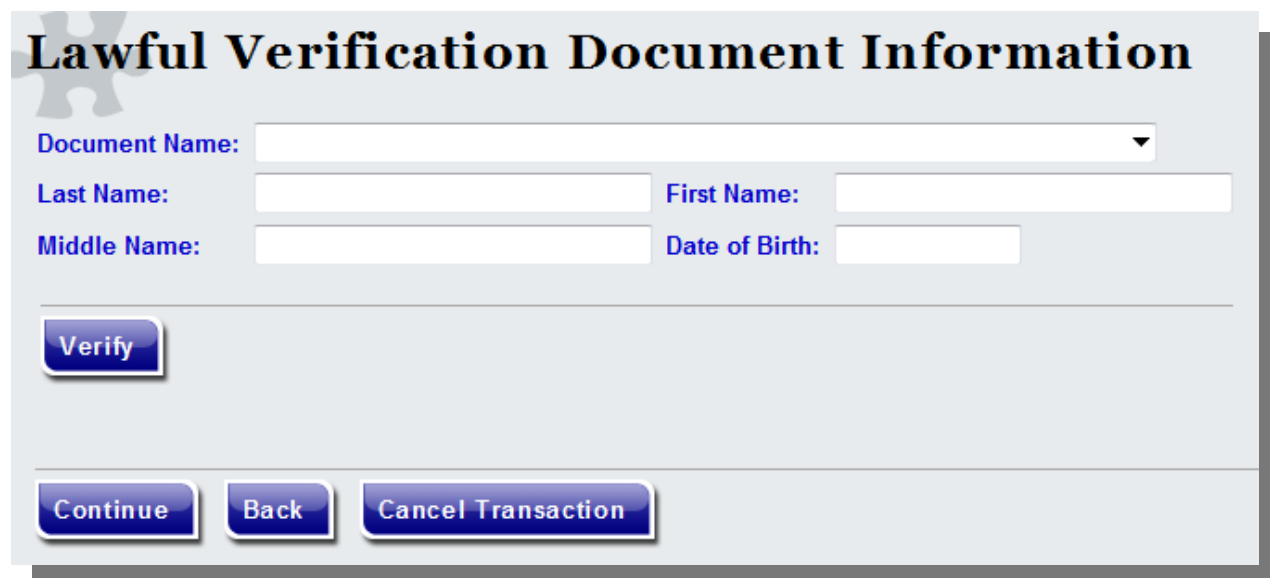
Lawful Presence

On the “Lawful Verification Document Information” screen, there are 15 lawful presence documents included in the drop-down list. To verify **proof of lawful presence**, select the document presented list..

The customer’s last name, first name, and date of birth entered on the “Personal Information” screen, will be auto-populated on this screen upon selection of the lawful presence document. Verify the information matches the lawful presence document presented. If it does not, make the appropriate changes in DLS.

Additional entries/fields are required in order to complete the lawful presence verification process will be determined by the document type selected from the drop-down menu.

Click on the “**Continue**” button to proceed.



Lawful Verification Document Information

Document Name:

Last Name: First Name:

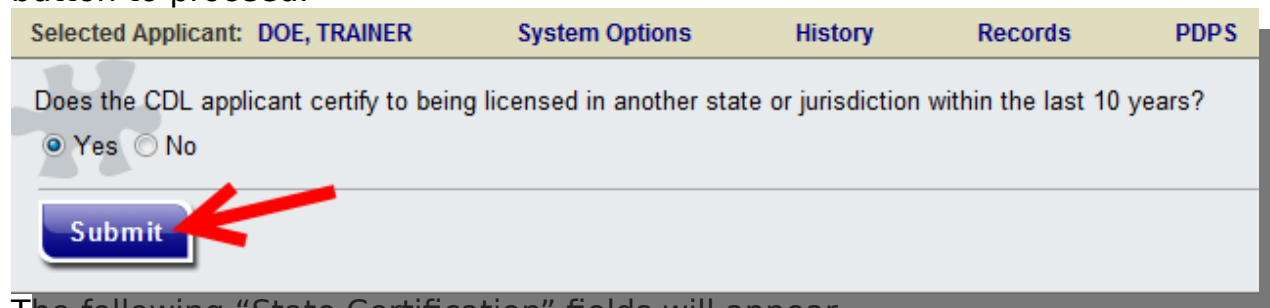
Middle Name: Date of Birth:

Verify

Continue **Back** **Cancel Transaction**

10 Year History

Select **“Yes”** when asked if the customer has been licensed in another state or jurisdiction within the past 10 years. In this case the customer is transferring their out-of-state CDL to Texas. The information can also be found on question 11 on the CDL-1 form submitted. Click the **“Submit”** button to proceed.



Selected Applicant: DOE, TRAINER System Options History Records PDPS

Does the CDL applicant certify to being licensed in another state or jurisdiction within the last 10 years?

☒ Yes ☐ No

Submit

The following “State Certification” fields will appear.

First click on the drop-down arrow and select the appropriate state and enter the license number. To save this entry click the **“Add”** button. Once all states identified on the CDL-1 have been entered, click the **“Continue”** button to proceed.

Second, wait for the “Successful Submission” notice to appear and click the **“Continue”** button to proceed.

1

State Certifications within the last 10 years

State/Jurisdiction	License Number	
CALIFORNIA	B1234567	Add

[Continue](#)

2

Submit History Check Certification

Successful Submission of CDL 10 Year History State Certification

[Continue](#)

External Checks

Click on each hyperlink to view the results of the external checks.

Selected Applicant: **Driver, CDL** System Options History Records PDPS CDLIS

External Check Results

(SSOLV TRANSACTION STATUS : VERIFIED) SSOLV RESULT : SSN VERIFIED

[View result from CDLIS](#) [View result from PDPS](#) [View result from TCIC&NCIC](#)

[Continue](#) [Back](#) [Cancel Transaction](#)

Click "View Results from CDLIS"

View **CDLIS** result to verify whether driver was a commercial driver from another state and to initiate the "**Change State of Record**".

VIEW CDLIS SEARCH RESULTS

Basic Info

Message Count: 1
CDLIS Response Status: 5 - MATCHES RESOLVED

Message Info

First Name	Middle Name	Suffix	Date of Birth (DOB)	Social Security Number	State of Record	DL
Driver, CDL			01/08/1973	82032	Nevada	21

[View Further Information](#) [No Responses Match Applicant](#) [Pending for Further Review for CDLIS Search Results](#) [Mark Record For CSOR](#) [Finish](#)

Select radio button and "View Further Information"

Select radio button and view further result to review information if a return is received.

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View CDLIS Search Results

Interactive Part 2 Response

Message Info

Message Type: RD

Record Info

SOR Change in Progress Indicator: N
Duplicate Flag Indicator: N

Basic Info

Driver Name: Driver CDL
DOB: 01/08/1973
SSN: 82032
DL State: Nevada
DL Number: 2103471279

AKA #	AKA Name	AKA Date of Birth	AKA DL State	AKA DL Number
1	Driver, CDL	01/08/1973		
2				
3				

Message Info

Message Type: HC

Basic Info

Driver Name: Driver CDL
DOB: 01/08/1973
SSN: 680-08-2032
DL State: Nevada
DL Number: 2103471279
Sex: Male
Height: 5'09"
Weight: 168
Eye Color: Brown

Mailing Address: 4450 SANDY RIVER DR @ LAS VEGAS NV @ 891037480;
4450 SANDY RIVER DR @ LAS VEGAS NV @ 891037480;

Waiver/Exempt Dates

Effective Date:
Expiration Date:

Skill Performance Evaluation (SPE) Dates

Effective Date:
Expiration Date:

CDLIS Applicant Match: NO ☐

Perform CSOR Indicator Update CDLIS Applicant Match Back Finish

Does information match the driver applying for a Texas Commercial License? Technician should indicate CDLIS Application match drop down “**Yes**” or “**No**”. Click on “**Update CDLIS Applicant Match**” and then select “**Finish**” button.

At the External Check Results Screen Click “**View result from PDPS**” and follow the same procedures. The driver should not have any suspensions or

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disqualifications in order to obtain a CDL. If no records are found, select the **"Finish"** button.

Selected Applicant: **Driver, CDL** System Options History Records PDPS CDLIS

External Check Results

(SSOLV TRANSACTION STATUS : VERIFIED) SSOLV RESULT : SSN VERIFIED

[View result from CDLIS](#)
[View result from PDPS](#) ←
[View result from TCIC&NCIC](#)

Click "View Results" from PDPS & TCIC/NCIC

Continue **Back** **Cancel Transaction**

Select the **"Continue"** button to proceed to the next screen once finished checking all results.

Medical Certification

Once the "Medical Certificate Information" screen appears, click on the drop-down arrow and select the appropriate category. The category to which the customer has certified will be identified on either the CDL-4, CDL-5, or CDL-10 that was submitted.

Click the **"Continue"** button to proceed only if the customer has certified to either **Excepted Interstate** or **Excepted Intrastate**.

Medical Certificate Information

Self Certification*

Continue **Back**

EXCEPTED INTERSTATE
EXCEPTED INTRASTATE
NON-EXCEPTED INTERSTATE
NON-EXCEPTED INTRASTATE

Courtesy: Service, Protection.

Texas Department of Public Safety

If the customer has certified to either **Non-Excepted Interstate** or **Non-Excepted Intrastate**, additional fields will appear. Fill in the required information from the customer's DOT Medical Examiner's Certificate and registry number if issued after May 21, 2014.

Click the **"Continue"** button to proceed.

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Medical Certificate Information

Self Certification* NON-EXCEPTED INTERSTATE ▼

Medical Examiner

First Name The

Middle Name

Last Name* Doctor

Suffix ▼

Medical Licensing Jurisdiction* TX ▼

Medical License Number* 1234567889

Registry Number

Telephone Number* (512) 999-9999

Specialty* MD - MEDICAL DOCTOR ▼

Medical Certificate Dates

Issue Date* 04/01/2015

Expiration Date* 04/01/2017

Medical Restrictions

☐ WEARING CORRECTIVE LENSES

☐ WEARING HEARING AID

☐ ACCOMPANIED BY A WAIVER/EXEMPTION

☐ DRIVING WITHIN AN EXEMPT INTRA CITY ZONE

☐ ACCOMPANIED BY A SKILL PERFORMANCE EVALUATION CERTIFICATE (SPE)

☐ QUALIFIED BY OPERATION OF 49 CFR 391.64

[Continue](#) [Back](#)

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined CDL Driver in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, find this person is qualified, and, if applicable, only when:

☐ wearing corrective lenses ☐ driving within an exempt intracity zone (49 CFR 391.62)

☐ wearing hearing aid ☐ accompanied by a Skill Performance Evaluation Certificate (SPE)

☐ accompanied by a _____ waiver/exemption ☐ qualified by operation of 49 CFR 391.64

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER <i>Ima Payne</i>	TELEPHONE 555-555-5555	DATE 5/30/2015
MEDICAL EXAMINER'S NAME (PRINT) Ima Payne	<input type="checkbox"/> MD <input type="checkbox"/> Chir <input type="checkbox"/> DO <input type="checkbox"/> Adv <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Other	
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE 345678TX	NATIONAL REGISTRY NO. 1123456789	
SIGNATURE OF DRIVER <i>CDL Driver</i>	INTRASTATE ONLY <input checked="" type="checkbox"/> <input type="checkbox"/> CDL <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO 12345678 TX
ADDRESS OF DRIVER 123 Main St. Anytown, TX 78700		
MEDICAL CERTIFICATION EXPIRATION DATE 5/31/2017		

Restrictions and Endorsements

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On the “Restrictions and Endorsements” screen click on the drop-down arrow in “Restrictions” field. Select the restriction to be applied (if any). To save this entry click the **“Add”** button. Once all necessary restrictions have been entered, move the “Endorsements” field.

Under the “Endorsements” field, click on the drop-down arrow and select the endorsement to be applied. To save this entry click the **“Add”** button. Once all necessary endorsements have been entered, move the “HazMat Information” section (if applicable). If the out of state CDL did not have HazMat, click the **“Continue”** button to proceed.

Restrictions & Endorsements

Restrictions

Add Restriction

Add

Endorsements

Add Endorsement

Add

HazMat Information

Hazmat Related Info

HME Application Required: ☐

Previous Out of State Hazmat: ☐

Continue **Back** **Cancel Transaction**

Restrictions and Endorsements (HazMat Option)

If the customer had HazMat on their out of state CDL check the **“HME Application Required”** and **“Previous Out of State Hazmat”** boxes.

Note:

If the out of state CDL and HazMat endorsement are both valid (not expired) the customer will receive 90 days to complete and clear a TSA/FBI background check.

Click the **“Continue”** button to proceed.

The screenshot shows a web form titled "Restrictions & Endorsements". It has three main sections: "Restrictions", "Endorsements", and "HazMat Information".

- Restrictions:** Contains a dropdown menu labeled "Add Restriction" and an "Add" button.
- Endorsements:** Contains a dropdown menu labeled "Add Endorsement" and an "Add" button.
- HazMat Information:** Contains a table with two rows:

Hazmat Related Info	
HME Application Required:	<input checked="" type="checkbox"/>
Previous Out of State Hazmat:	<input checked="" type="checkbox"/>

At the bottom of the form are three buttons: "Continue", "Back", and "Cancel Transaction". A red arrow points to the "Continue" button, and another red arrow points to the "HME Application Required" checkbox in the HazMat Information section.

Voter Registration

There are several options that appear on this page. The voter registration field is in a drop down menu format. The CSR will select yes or no based on the customer's answer to the question on their CDL-1 application. Capturing this information allows DPS to track customer responses to voter registration.

DLS TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

Selected Applicant: DRIVER, CDL System Options History Records PDPS CDLIS Misc

Voter Registration | BEST/DEAR Contribution

- Voter Registration Information

Voter Registration: NO

- Valid Without Photo

Valid Without Photo: ☐

- Original Driver License

Correction - No Fee: ☒

No Fee Reason:

Best:

Dear:

Veteran Asst Fund:

Continue Without Making Pay Cancel Transaction

911 ADDRESS CHANGE
CLERICAL ERROR
CORRECTION - NO FEE LETTER
HEADQUARTERS AUTHORIZATION
NEVER RECEIVED CARD
PROCESSING ERROR
RETURNED BY POST OFFICE
SUPERVISOR AUTHORIZATION

The CSR must make a selection in order to proceed with the transaction. If the CSR does not enter a selection, an error message will appear. If yes is selected, the CSR will select one of the following from the voter status drop down menu:

Change when the customer has changed their address;

New for first time voter registration; or

Replacement when the customer has lost their voter registration card and needs to replace it.

Select the Election Judge box if the customer would like to volunteer as an Election Judge.

- Voter Registration Information

Voter Registration: YES

Voter Status: CHANGE

Election Judge: ☒

Additional options that appear on this page include:

Valid Without Photo – This box will never be marked when a customer is present in the driver license office.

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Correction/ No Fee - The box is checked when processing certain Disabled Veterans, Correction No fee (CNF) letters, those in the Foster Youth Fee Waiver Program or other circumstances as indicated in the drop-down list. If there is a question, always check with the supervisor. When no fee is charged for the transaction, select the reason for the CNF from drop-down menu.

The screenshot shows the DLS (Driver License System) interface. At the top, there is a navigation bar with tabs: TASKS, SEARCH, PDPS, CDLIS, MISC, and ELECTION CERTIFICATE. Below this, a sub-navigation bar shows 'Selected Applicant: CDL, DRIVER' and other options like System Options, History, Records, PDPS, CDLIS, and Misc. The main section is titled 'Voter Registration | BEST/DEAR Contribution'. Under 'Voter Registration Information', there is a dropdown for 'Voter Registration'. Under 'Valid Without Photo', there is a checkbox. Under 'Original Driver License', there is a checkbox for 'Correction - No Fee' which is checked. A dropdown menu is open next to it, showing a list of reasons: 911 ADDRESS CHANGE, CLERICAL ERROR, CORRECTION - NO FEE LETTER, HEADQUARTERS AUTHORIZATION, NEVER RECEIVED CARD, PROCESSING ERROR, RETURNED BY POST OFFICE, and SUPERVISOR AUTHORIZATION. A red arrow points to this dropdown menu. At the bottom, there are buttons for 'Continue Without Making Pay' and 'Cancel Transaction'.

DEAR

The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate \$1 to \$99,999 to the Donor Education and Awareness program. Enter the amount from any of these forms in the DEAR field. The donation will be added to the fee for the driver license or identification card.

Veterans Assistance Fund

The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate \$1 to \$99,999 to assist military veterans groups.

Sexual Assault Evidence Kit fund

The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate \$1 to \$99,999 to fund the testing of sexual assault evidence kits.

Voter Registration | BEST/DEAR Contribution

Error: Contribution funds MUST be numeric. No DECIMALS are allowed.

Voter Registration Information

Voter Registration:

Valid Without Photo

Valid Without Photo: ☐

Renew Driver License

Correction - No Fee: ☐

Best: ☐

Dear: \$

Veteran Asst Fund: \$

Evidence Testing Fund: \$

The system will not allow the user to enter in decimal.
Example: \$10.00 must be entered as 10.
If the user enters \$10.00 and hits "Continue", the system will display the error message show above.

Enter the Donation amount from either the DL-14A, DL-14AS, DL-43, DL-16 or CDL-1.

When all information related to this page is entered or if no information is added or removed, select the **“CONTINUE”** button at the bottom of the “Voter Registration, BEST/DEAR Contribution” screen. The “Cash Drawer Payment” screen appears.

Customer Payment

To **Collect Transaction Payment**, there are three areas of information required to be entered on the “Cash Payment Drawer” screen.

Select the tender type the customer is using to pay for their license or ID. For credit card transactions, use the card swipe located in on the keyboard, to charge the payment to the credit card. In example above, **“Cash”** was selected as the tender type.

If the customer is paying by check or money order, enter the number on the check or money order in the “Payment #” field.

Collect the appropriate fee from customer and in the “Amount Received” field, enter the total amount submitted for payment. Click on the **“Pay”** button to generate a receipt. Print a copy of the receipt for the customer. Once the payment has been processed successfully, click on the **“Continue”** button to proceed.

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Cash Drawer Payment
Change Due: \$0.00

Trace #: 405DLQ004422817 Statement #: 2059058
Transaction Amount: \$61.00 Customer Name: Driver test
Customer Key: 38539339 Transaction Type: Original Driver License

Product Information

Cash Drawer: Hempstead CD 1

Tender Type	Payment #	Amount Received
Credit Card		\$61.00

Total: \$61.00

Buttons: Add Payment, Pay, Cancel

**TEXAS DEPARTMENT OF PUBLIC SAFETY
PAYMENT RECEIPT**

ORIGINAL NUMBER: 886888 APPLICATION DATE: 04-24-2016
TEST DRIVER
DATE OF BIRTH: 00/00-1994
VOTER REGISTRATION: N ORGAN DONOR: Y
TRANSACTION TYPE: ORIGINAL DRIVER LICENSE
FEE: \$42.00 REG: \$0.00 DEAN: \$0.00 VETERAN ASSISTANCE FUND: \$0.00 SERVICE: \$1.00
PAYMENT MODE: CASH
TOTAL FEE: \$43.00
CONTACT YOUR LOCAL DRIVER LICENSE OFFICE IF ASSISTANCE IS NEEDED

USER ID: 006888 LOCATION: 000 TIME STAMP: 08:00:01 DATE STAMP: 04-24-2016 TRACE NUMBER: 405DLQ004422817

ADDITIONAL COMMENTS:

- Finding is required, the applicant has until 07-23-2016 to complete testing.
- For driver license related questions, please call 1-800-424-2400 or refer to the DPS website at www.dps.texas.gov or at www.texas.gov.
- For assistance regarding matters to the following issues, please call 1-800-424-2400.
- Disabled with car problems
- Uninsured motor conditions
- Drivers in the roadway

Vision Test

Administer the vision and color test. The Customer must pass with a 20/40 score (line 5) with or without corrective lenses. Notate the results on the "Vision Test" screen. Under the Corrective Lenses field "NO" is defaulted in the drop-down. If the customer requires corrective lenses, select "YES" from this menu.

Note:

If the customer fails their vision test, bridge out of DLS and issue a Vision Waiver Packet (CDL-36). The CSR will complete page 5 in the packet and the customer must visit an eye specialist to complete the packet.

Click the **"Continue and Update Restrictions"** button to proceed.

Collect Vision Test Information

Number of Times Vision Test Taken: 0

☒ Vision Test Information

Corrective Lenses: NO
Color: PASS
Vision Result: PASS

☐ Not Required
☐ Vision Specialist Statement
☐ Certification of Physical Exemption
☐ CDL Vision Waiver

Vision Test Comments(Optional):

Buttons: Continue and Update Restrictions, Continue and Bypass Restrictions, Cancel Transaction

Callout Box: If the applicant **fails**, bridge out of DLS and issue a CDL-36

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Confirm customer's restrictions and endorsements. If the customer passed their vision test using corrective lenses, confirm an "A" restriction has been added to the record.

Click the **"Continue"** button to proceed.

AutoTest (HazMat Only)

For customers transferring a valid out-of-state CDL with **HazMat** to Texas

- Bridge out of DLS at this point
- Set the customer up on an Auto Test machine to test on **HazMat**
 - <https://autotest.tle.dps/at>
- Once the customer is finished resume transaction and record HazMat test results

Knowledge Test Results

For each knowledge test click on the drop-down arrow and select “Waive”.

Note:

The knowledge test for HazMat can NOT be waived and will be administered to customers. See page 17.

The screenshot shows the DLS (Driver License System) interface for a user named Lynn Hale. The page is titled "Rules Test" and displays several test categories, each with a "Not Required" checkbox and a table for recording results. The "TEXAS COMMERCIAL RULES TEST" dropdown menu is open, showing options: "Select Result", "FAIL", "PASS", and "WAIVE". The "HAZMAT TEST" dropdown menu is also open, showing the same options. A red arrow points to the "Select Result" dropdown for the HAZMAT TEST. At the bottom, there is a "Comments:" field.

Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

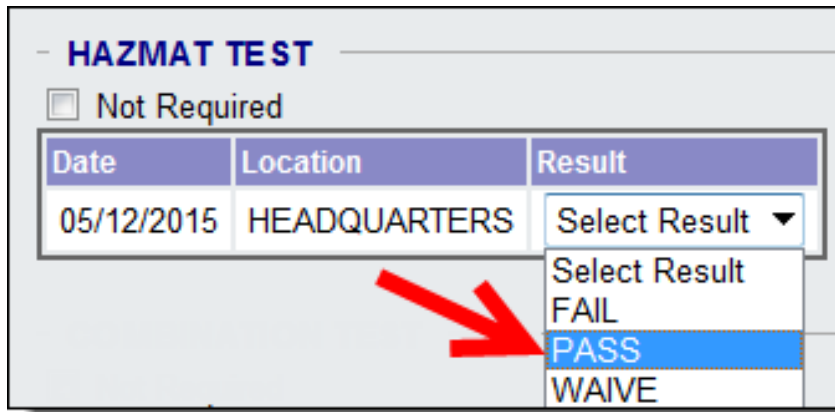
Date	Location	Result
06/15/2017	HEADQUARTERS	Select Result

Comments:

Towards the bottom of the screen enter any necessary comments and click the **“Continue”** button to proceed.

Knowledge Test Results (HazMat)

If the customer was required to test on HazMat to Texas, record the test results (Pass or Fail). All other knowledge tests will be waived.



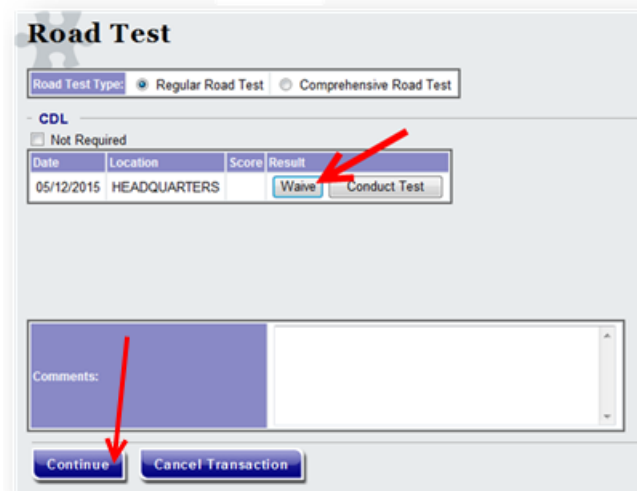
The screenshot shows a form titled "HAZMAT TEST". Below the title is a checkbox labeled "Not Required". Below that is a table with three columns: "Date", "Location", and "Result". The first row of the table contains the date "05/12/2015" and the location "HEADQUARTERS". The "Result" column has a dropdown menu open, showing the options "Select Result", "FAIL", "PASS", and "WAIVE". A red arrow points to the "PASS" option.

Date	Location	Result
05/12/2015	HEADQUARTERS	Select Result ▼ Select Result FAIL PASS WAIVE

Towards the bottom of the screen, enter any necessary comments and click the **"Continue"** button to proceed.

Skills Test Results (Waived)

DLS will now allow the CSR to waive the skills test. Click on the "Waive" button next to the test displayed. Notate any necessary remarks in the "Comments" box and click on the **"Continue"** button to proceed.



The screenshot shows a form titled "Road Test". At the top, there are two radio buttons for "Road Test Type": "Regular Road Test" (selected) and "Comprehensive Road Test". Below that is a section for "CDL" with a checkbox labeled "Not Required". Below that is a table with four columns: "Date", "Location", "Score", and "Result". The first row of the table contains the date "05/12/2015" and the location "HEADQUARTERS". The "Result" column has two buttons: "Waive" and "Conduct Test". A red arrow points to the "Waive" button. Below the table is a "Comments:" box. At the bottom of the form are two buttons: "Continue" and "Cancel Transaction". A red arrow points to the "Continue" button.

Date	Location	Score	Result
05/12/2015	HEADQUARTERS		Waive Conduct Test

Double Checks

DLS will take the CSR through a series of “double checks”. Confirm the information and click the **“Continue”** button on each screen to proceed.

The image displays three sequential screenshots of the Texas Department of Public Safety's online system for transferring an out-of-state CDL. Each screenshot is numbered in a red circle.

- Screen 1: External Check Results**
This screen shows links for "View result from CDLIS" and "View result from PDPS". At the bottom, there are three buttons: "Continue", "Continue Without External Checks", and "Cancel Transaction". A red arrow points to the "Continue" button.
- Screen 2: Medical Certificate Information**
This screen displays "Self Certification" as "NON-EXCEPTED INTERSTATE". Below this, there is a section for "Medical Restrictions" with a list of checkboxes: "WEARING HEARING AID", "ACCOMPANIED BY A WAIVER/EXEMPTION", "DRIVING WITHIN AN EXEMPT INTRA CITY ZONE", "ACCOMPANIED BY A SKILL PERFORMANCE EVALUATION CERTIFICATE (SPE)", and "QUALIFIED BY OPERATION OF 49 CFR 391.64". At the bottom, there are "Continue" and "Back" buttons. A red arrow points to the "Continue" button.
- Screen 3: Restrictions & Endorsements**
This screen shows a "Restrictions" section. Below it, there is a "Hazmat Related Info" section with checkboxes for "HME Application Required:" and "Previous Out of State Hazmat:". At the bottom, there are "Continue", "Back", and "Cancel Transaction" buttons. A red arrow points to the "Continue" button.

Temporary Permit


After the last “Restrictions and Endorsements” screen, the system will generate a temporary permit to print for the customer. Pay close attention to the card information next to the photo and the restrictions and endorsements on the left side of the permit. **Make sure all the information is correct and have the customer review the document before signing**

Note:

If the customer tested and passed the HazMat test, the temporary permit will have a HazMat endorsement that expires in 90 days. The customer must complete and clear a TSA/FBI background check within that time in order to receive the CDL with HazMat.

Additional Steps (HazMat Only)

- Give the customer a **Fingerprint Applicant Services of Texas (FAST)** form along with their temporary permit to initiate their background check.
 - Payments can be made using the following methods:
 - Online with a credit card,
 - In person with a check or money order
 - In person with cash payment ONLY at the Denson location in Austin, Texas
- TSA approval for all HazMat application can take up to 90 days.
- Once the CDL section at the DPS headquarters receives TSA approval, a CDL with the HazMat endorsement will be mailed to the customer.

 **FAST**
Fingerprint Applicant Services of Texas

GENERIC

This document is your FAST Fingerprint Pass for a national criminal history record check and must be submitted along with your fingerprints.

Section One: Qualified Entity Information

OR#: TXHAZ0003 Application ID: _____ Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: _____

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be signed by applicant)

I certify that all information I provided in relation to this criminal history record check was true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information, to perform and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and biometric information to the FBI for the purpose of comparing the submitted information to available records in order to identify other individuals who may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of my application and to use such information as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also use my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be used to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me employment, the elderly, or individuals with disabilities until the criminal history record check is completed.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Officer)

Date Prints Taken: _____ Amount Charged For Service: 73.70

Paid by: ☒ Check ☒ Money Order ☐ MasterCard ☐ Billing Acct _____

TCN: _____

☐ I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

E.O. Name: _____ E.O. Signature: _____
(Please print)

Revised 01/19

Finalize Transaction

On the “License/State ID Transaction Info” screen the CSR will click the **“Continue”** button to finalize the transaction.

License/State ID Transaction Info

License Transaction Info

Transaction Type:	Original Driver License
Transaction Status:	Completed
Card Type:	Driver License
DL Number:	38539339
License Type:	CDL
License Class:	A
Temp Non-Resident CDL:	NO
Non-Resident CDL:	NO
Classifier:	Regular
Restriction Codes:	
Endorsement Codes:	N: TANK VEHICLE P: PASSENGER S: SCHOOL BUS T: DOUBLE/TRIPLE TRAILER
Issue Date:	04/24/2015 09:43:00
Original Issue Date:	04/24/2015 09:43:00
Expiration Date:	05/26/2020

Continue **Print Transaction**

DLS will take the CSR back to the “Personal” tab screen. “Transaction Completed Successfully” should be displayed in the upper left side of the DLS screen. Click on the **“Cards”** tab and ensure all the proper information is displayed.

Transaction Completed Successfully

TEST, DRIVER

No Image Found

DL/ID/UNL Number: 38539339
License Type: CDL
Date of Birth: 05/26/1984
Sex: MALE
Eye Color: BROWN
Record Status: **ELIGIBLE**

Transaction Eligibility

ID
[Original ID](#)

DL
[Modify Driver License](#)
[Duplicate Driver License](#)

Other
[Collect Comprehensive Test Results](#)

PERSONAL **ADDRESSES** **CARDS** **EDUCATION** **AKA** **ID DOCUMENTS** **MICROFILM** **DOCUMENTS** **OTHER**

License Transaction Info

DL Number:	38539339 Remake License Mark Card as Possible Misuse View Possible Misuse Card Information
License Type:	CDL
License Class:	A
Non-Resident CDL Classifier:	
Classifier:	Regular
Restriction Codes:	
Endorsement Codes:	N - TANK VEHICLE P - PASSENGER S - SCHOOL BUS T - DOUBLE/TRIPLE TRAILER
Original Issue Date:	04/24/2015
Issuance Status:	ACTIVE - OUTSIDE RENEWAL PERIOD
Issue Date:	04/24/2015
SO Issuance DL:	None
Audit Number:	15619580049244318882
Expiration Date:	05/26/2020

Key Points

- Confirm if customer has HazMat on their out-of-state CDL

Module 33C2 - Transferring an Out-of-State CDL to a Texas CDL

- Ask for a medical examiner's certificate when required
- Make sure all the information is correct on the temporary permit before finalizing transaction

Resources

- Texas Administrative Code, Title 37 Part 1
- DPS, Driver License Manual
- Driver License System, Field Issuance Functions Student Guide